

**Travel & Expense Account
Transmittal Sheet**

paid ✓

After Approval, Mail Receipts To

OCIO Financial Mgmt Br-Acctng
P.O. Box 1810
Rancho Cordova, CA 95741-1810



Employee Name	WEATHERFORD, MARK
Expense Dates	02/04/10-02/25/10
Total Expense Amount	125.65
Amount Due Employee	125.65
Form ID	TEA000607205

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 02/25	Parking, Auto	15.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:



TERESA M TAKAI

Travel & Expense Account Summary

Employee Name MARK WEATHERFORD
Expense Dates 02/04/10-02/25/10
Report Name 401/February2010/Mileage

Request Total \$ 125.65
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 125.65

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	Feb Mileage	125.65

NOTE: (d)=Direct Charge

DATE	Thu Feb 4	Thu Feb 4	Wed Feb 17	Thu Feb 18	Wed Feb 24	Thu Feb 25				TOTAL
Mileage, Personal Auto	12.65	2.00	86.45	3.70	0.85	5.00				110.65
Parking, Auto						15.00				15.00
TOTALS \$	12.65	2.00	86.45	3.70	0.85	20.00				125.65

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Feb Mileage	02/04/10	Mileage, Personal Auto	12.65	Cash
Non-Travel Expenses	Feb Mileage	02/04/10	Mileage, Personal Auto	2.00	Cash
Non-Travel Expenses	Feb Mileage	02/17/10	Mileage, Personal Auto	86.45	Cash
Non-Travel Expenses	Feb Mileage	02/18/10	Mileage, Personal Auto	3.70	Cash
Non-Travel Expenses	Feb Mileage	02/24/10	Mileage, Personal Auto	0.85	Cash
Non-Travel Expenses	Feb Mileage	02/25/10	Mileage, Personal Auto	5.00	Cash
Non-Travel Expenses	Feb Mileage	02/25/10	Parking, Auto	15.00	Cash

Mark

Thanks for visiting
the Ziggurat

Fee Computer Number:	3
Cashier:	SCOTT ID #1
Transaction Number:	2570
Entered:	02/25/10 08:11
Exited:	02/25/10 12:40
Ticket #12693	Dispenser #1
Rate:	Area 1
Total Fee:	\$9.00
Cash:	\$10.00
Change:	\$1.00

Standard Parking

Mark

Thanks for visiting
the Ziggurat

Fee Computer Number:	3
Cashier:	debbie ID #2
Transaction Number:	2608
Entered:	02/25/10 13:06
Exited:	02/25/10 16:02
Ticket #12747	Dispenser #1
Rate:	Area 1
Total Fee:	\$6.00
Cash:	\$6.00

Standard Parking
916.595.9205